



MINUTES of the Annual Meeting of Plaistow and Ifold Parish Council held on **Tuesday 14th May 2019**, in Kelsey Hall, Ifold.

Present Sara Burrell (Out-going Chair); Cllr. Alan Pearson (New Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Paul Jordan; Cllr. David Ribbens; Cllr. Nick Whitehouse; Cllr. Paul Reynolds; Cllr. Nicholas Taylor; Cllr. Matthew Hardman; Cllr. James King-Wilson; Cllr. David Brook and Catherine Nutting (Clerk)

Nine (9) members of the public were in attendance. Revd. Pauline Lucas and County Cllr. Janet Duncton and District Cllrs. Gareth Evens and Cllr. Natalie Hume attended the meeting.

Apologies Cllr. Phil Colmer

C/19/075 To elect the Chairman for the ensuing year
Sara Burrell welcomed the four new Members and thanked Councillors for their commitment to the community. As out-going Chair, Sara offered words of guidance regarding two guiding principles to be an affective Parish Councillor – commitment and objectivity.

Cllr. Alan Pearson offered himself for election to the position of Chair. He was nominated by Cllr. Ribbens and seconded by Cllr. Capsey. Members voted by a show of hands; Cllr. Taylor abstaining.

C/19/076 To elect Vice Chairman for the ensuing year
Cllr. Capsey offered herself for election to the position of Vice Chair. She was nominated by Cllr. Pearson and seconded by Cllr. Hardman. Members voted by a show of hands and the motion passed unanimously.

C/19/077 & C/19/078 Declarations of Acceptance of Office & Members to submit their Register of Interest Forms
Members signed their Declaration of Acceptance to Office forms and submitted their Register of Interest Forms to the Clerk. Some Members have submitted their forms electronically.

C/19/079 To receive declarations of Members' pecuniary interests relating to agenda items
Pursuant to paragraph 7 of the Parish Council's Standing Orders, Cllr. James King-Wilson contacted the Clerk in advance of the meeting seeking dispensation to be permitted to take part in the wider discussions regarding the Plaistow & Ifold Neighbourhood

Plan at item 13 of the agenda. The Clerk refused Cllr. King-Wilson's request and read out the appended rationale.

C/19/080

'Because we Care' event update from Revd Pauline Lucas - 20/21 July 2019

The event's primary objective is to raise funds for the internal re-ordering of Holy Trinity Plaistow, to create a flexible space for the use and benefit of the whole community. However, the church will not take regular bookings from clubs and impede the function and business of the Village Halls. This will be the only fundraising event; any deficit will be met by grants/donations. 'Plaistow Church' is a Chapel of Ease and not a church. Twelve years ago, the Diocese indicated that it could be closed and sold, due to its under use and the cost to maintain it. The money required is substantial and cannot be met by the congregation alone. The event is being spearheaded by Julie Walsh who has expertise in large-scale event organisation, promotion and management. The Church is not underwriting any part of the event and all money raised will be used on the various community projects.

All event information can be found on the website: www.kppevents.co.uk or on their Facebook page: @kppevents.

The weekend's celebrations will begin with a 5k run, led by Lord Sebastian Coe. Due to a vocal minority posting inaccuracies and negative comments on social media the event almost lost Lord Coe's sponsorship. The event's 'main arena' is being hosted by Plaistow and Kirdford Primary School. The Carnival will begin at 11am on Sunday 21st on Plaistow village green. Throughout the weekend there will be some road closures, which will be detailed on the Parish Council's website nearer the time.

The Parish Council resolved to promote the event on its website and notice boards and through other media contacts. Recently, organisers have pulled back event advertising to avoid overshadowing other local fetes. The event is being promoted widely to attract large-scale interest. Event parking for 400 vehicles has been offered by local landowners and parking stewards will be used. Event organisers have received advise from a Health and Safety expert.

Cllr. Reynolds

C/19/081

Representations from Members of the Public

There were no representations from members of the public.

C/19/082

Minutes

The minutes of the following meetings were approved as a correct record and signed by the Chair:

Planning Meeting dated 3rd April and Full Parish Council meeting dated 23rd April.

C/19/083

Chairman's Annual Report

Please refer to the appended document.

C/19/084

Reports from County and District Councillors

Cllr. Duncton assured the meeting that there would be no Velo South race in the area in 2019, or 2020. WSCC's Children's Services were assessed as inadequate by Ofsted. Urgent improvements will be made, including bringing in a new Director of Children's Services. The Cabinet Member for highways is currently looking at different ways to tender the new highways contract. Cllr. Duncton praised Plaistow and Ifold Parish Council for being well run and wished the new Members well. Cllr. Duncton left the meeting.

The May election delivered two Liberal Democrat Councillors for the Loxwood Ward. Both Cllr. Evans and Cllr. Hume attended the entire meeting. Cllr. Evans spoke on their joint behalf. He thanked the community for the election result and pledged to listen and work closely with all 6 Parish Councils and the community. Both Councillors will visit local businesses and organisations to introduce themselves and support their endeavours. They intend to be visible, accessible and accountable and run community surgeries commencing 1st June. Their surgeries will be on the 1st and 3rd Saturday of each month, rotating across the Ward. They will also advertise in Parish Magazines, local hubs, noticeboards and social media.

Following the election, CDC is in No Overall Control with 18 Conservatives, 11 Lib Dems, 2 Labour, 2 Green, 2 Independent Alliance and 1 Independent. Tony Dignum stood down as Council Leader and a new Leader will be selected. At the meeting on 21st May the makeup/direction of the council will be voted upon.

C/19/085

To decide composition of committees and individual areas of responsibility, including co-option of non-Members to roles/groups

The following memberships of Committees and Areas of responsibility were agreed:

Planning & Open Spaces Sub Committee, including named Plaistow Playground Rep & Community Seating Rep:

Cllr. Sophie Capsey (Chair); Cllr. Paul Jordan; Cllr. Matthew Hardman; Cllr. Alan Pearson; Cllr. David Ribbens; Cllr. Nick Taylor. A member of Ifold Estates Ltd was co-opted onto the subcommittee with agreement. They will not have any voting rights.

Cllrs. Sophie Capsey, Paul Jordan and James King-Wilson will share responsibility for the Playground and Community Seating.

Finance Steering Group:

Cllr. Colmer (Chair); Cllr. Ribbens; Cllr. Nicholas Taylor; Cllr. Paul

Reynolds; Cllr. Alan Pearson.

Tree Warden: David Lugton

Footpaths & PRowS Rep: Cllr. Paul Reynolds

Plaistow Village Trust Rep: Cllr. Paul Reynolds

Durfold Wood Residence Association Rep – Cllr. David Ribbens

Winterton Hall Management Committee Rep: - Sallie Baker

Kelsey Hall Management Committee Rep: Cllr. Matthew Hardman

Highways Rep: Cllr. Sophie Capsey

Neighbourhood Plan Steering Group:

Cllr. David Ribbens; Cllr. Phil Colmer; Cllr. Paul Reynolds; Cllr. Nick Whitehouse; Sara Burrell; Christine Pierce-Gibson; Bill Townsend; Denise Knightly.

Winter / Emergency Plan Rep: Cllr. James King-Wilson

Neighbourhood Watch / Police Liaison Rep: Carolyn Mudford

CDC North East Parishes Meeting Rep: Cllr. David Ribbens

WSCC Local Committee Rep Cllr. David Ribbens

Gatwick Airport Rep: Cllr. David Brook

C/19/086

Consider for ratification amended Neighbourhood Plan

Cllr. King-Wilson left the room for the duration of discussions.

A lengthy discussion was held regarding the amendment to the Plan's introduction and the Parish Council's resolution on 12th March 2019 to remove the qualification that Policy H1 would be withdrawn if the Inspector finds the CDC SADPD site allocation (land to the North of Little Springfield Farm) sound. Please refer to the Chairman's Annual Report for background details.

The following matters were raised:

- Maintaining Policy H1 creates a presumption of development on the site
- The level of risk of a legal challenge/judicial review involving the Parish Council is unclear
- Maintaining Policy H1 doubles the housing allocation in the area
- Development on the Policy H1 site would detrimentally impact community events due to a lack of available parking in the village of Plaistow
- Policy H1 prevents the site from becoming a Rural Exception Site for affordable housing
- To remove Policy H1 from the Plan would risk losing control of future development on the site
- Policy H1 is unable to be withdrawn from the Plan on the

- grounds that it doubles the housing allocation
- The Plan is referred to in Planning decisions and appeals and protects the community
- Historic England did not comment on Policy H1 site allocation
- The development will be required to return 30% affordable housing; Rural Exception Sites require the landowner to forego the land value
- Other sites, such as the football field, could be used for large-scale parking for community events
- It has taken huge effort to get the Plan to this stage and the community needs a Plan in place

The Parish Council resolved to ask the Neighbourhood Plan Steering Group to seek professional advice regarding amending the Plan's introduction to a form of words that supports CDCs DPD site (Land to the North of Little Springfield Farm) as the preferred site, as it meets the housing allocation requirement for the area. However, if the Plaistow site (H1) is offered for development by the landowner, the development is governed by/restricted to the 12-point criteria set out in Policy H1.

The Parish Council resolved to call an extraordinary meeting on 5th June for the matter to be re-considered in light of the advice.

The Parish Council asked Cllr. Evans and Cllr. Hume to put pressure on the CDC executive to ensure that the Plan is not further delayed in the future due to staffing issues.

C/19/087

Clerk's Update including 2019/20 New Homes Bonus project

Clerk

All Members have designated Parish Council email addresses. Advice will be sought regarding retaining emails on personal devices (GDPR).

All Members have been offered the opportunity to attend 'Councillors Briefing and Awareness Training'. The Parish Council resolved to increase the annual Councillor's training budget to £2,500.

The Parish Council owns the playground and has a duty to maintain it. Cllr. King-Wilson made some temporary repairs in advance of the Maypole fete. The Parish Council resolved to complete a full assessment of the area and organise repair works, including to any seating.

The Parish Council resolved to apply for New Homes Bonus funding to renovate the Ifold Telephone Box and install a defibrillator.

The Parish Council has a table to promote current projects at the IFRA Community Fun Day on 18th May. Cllr. Capsey, Cllr. King-

Wilson and Cllr. Pearson will support the Clerk at the event.

Gatwick has received the Parish's agreed lease document and the Ifold site has been approved. The noise monitoring device will be installed within the next month. There has been a lot of recent action regarding the Noise Management Board, culminating in its dissolution on 8th May. An updating meeting will be arranged between PAGNE, the Clerk and Cllr. Brook, new lead Councillor to be brought fully up-to-speed.

The Durfold Wood Parish Council notice board doors have been fixed 'in-house'.

Official Parish Council correspondence comes from the Clerk's office, in the Clerk's name on headed paper, or email. Where a Parish Council matter being discussed on Facebook requires an official response, the Clerk will post one using the Clerk's FB page. This will be limited to a) factual information which can be found in the public minutes i.e. where the matter has previously been discussed and any resolutions passed, or b) to invite someone to contact the Clerk via email to raise the matter officially with the Parish Council to be considered at a public meeting.

The Clerk's appraisal has been arranged for 11th June. Cllr Colmer, Cllr. Pearson, Cllr. Reynolds and Cllr. Ribbens are the Parish Council's HR Steering Group.

Councillors have been asked to notify the Clerk of any changes to their information to be displayed on the notice boards and website.

A review of the Standing Orders, Code of Conduct, Asset Register and Internal Financial Regulations will be completed. All documents require fully updating in line with the model standards produced by SSALC (Surrey & Sussex Association of Local Councils) which were updated in 2018. Cllr. Capsey and Cllr. Ribbens will assist the Clerk to review the Standing Orders and Code of Conduct. A meeting of the finance steering group will be scheduled, in advance of the PC meeting on 25th June, to review the financial regulations and asset register. Amendments of all four documents will be presented to the full Parish Council on 25th June for adoption.

The Parish Council resolved to instruct SW Transport Planning Ltd as per the fee quote dated 10th May. SW Transport Planning Ltd will scale back the proposals set out in their Technical Note (and associated drawings) to meet the requirements of WSCC Highways and improve the design of the bus stops and junction at The Drive, Ifold and some minor adjustments to the Chalk Road bus stop.

C/19/088

Highway Matters

a) Matters to be reported by members

None were raised by members.

Ifold Estates Ltd are considering speed restriction measures in Ifold and will consult with the Parish Council as a matter of courtesy.

b) Progress on matters previously reported

WSCC Highways have highlighted areas to be addressed.

C/19/089

Financial Matters

a) Accounts for Payment

The attached Order for Payments was approved and signed.

C/19/090

To receive list of recent planning decisions

The list is appended to these minutes.

C/19/091

To consider new Planning Applications

a. PS/19/00682/FUL. Proposal: Installation of 3 no. temporary portacabin buildings consisting of 1 no. two storey office, 1 no. single storey toilet block and 1 no. single storey welfare unit. Address: Crouchlands Farm, Rickmans Lane, Plaistow RH14 0LE. **Letter of objection and comment appended to these minutes.**

b. PS/19/01054/DOM. Proposal: Erection of single storey rear and side extensions with alterations and additions to fenestration. Installation of new porch canopy. Roof alterations to include 3 no. dormers, 2 no. roof lights and addition of 1 no. balcony. Address: Housesteads, Hogwood Road, Ifold, Loxwood, RH14 0UF. **Letter of comment appended to these minutes.**

C/19/092

Planning: Appeals and Enforcement

Appeals:

Appeal Ref: APP/L3815/W/18/3206819

Address: Foxbridge Golf Club, Foxbridge Lane, Plaistow RH14 0LB

Decision: The appeal is dismissed.

Appeal decision document appended to these minutes.

Enforcements:

Enforcement Ref: PS/19/00170/CONHH

Address: Pound Cottage 1, Shillinglee Road, Chiddingfold, Surrey, GU8 4SZ

Outcome: An investigation is in progress and the case officer will be Sue Payne. A site visit will be carried out within 20 working days and notification of our proposed action within 35 working days.

Enforcement Ref: PS/18/00283/CONBC

Address: Kogala, The Drive, Ifold, Loxwood, Billingshurst, West Sussex, RH14 0TD

Issue: Installation of entrance gates and piers adjacent to the highway

Outcome: Originally, the decision was for no further action. It was considered that because of the distance set back and negative visibility from the highway, they did not cause an unacceptable level of harm to the visual amenity, or neighbourhood. Therefore, the justification for enforcement action did not exist. However, further representations made by the Parish Council has resulted in the matter being re-examined.

C/19/093

Correspondence

The Parish Council resolved not to nominate a Councillor to be elected on to the SDNP Board.

C/19/094

Items for information or inclusion on a future agenda

None specified.

C/19/095

Date of next meeting

5th June – Planning Meeting, Kelsey Hall, Ifold, 7:30pm. An extraordinary meeting will be called on this date to discuss the Neighbourhood Plan.

25th June, Winterton Hall, Plaistow, 7:30pm – meeting of the Full Parish Council

There being no further business, the Chairman closed the meeting at 10:00pm.